CYNGOR CYMUNED

GOETRE FAWR

COMMUNITY COUNCIL

**MINUTES OF THE MEETING HELD BY TELECONFERENCE ON MONDAY 13TH JULY 2020**

## **Present:** Community Councillors, Owen Dodd, Andy Barnes, NigelMorrey, Janet Butler, Rose Thayers, Nicola Awni, Colin Deakins, Peter Daniel, Janet Robins, Lucyann Rands and Syd Welford

**Apologies:** None received

**In attendance:**  Jonathan Lazenby (Clerk)

**Absent without apology:** Community Councillor Roger Howells

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|  |  | **ACTION** |
| 1 | **Apologies for Absence**  The Chair opened the meeting. No apologies have been received by the Clerk. |  |
| 2 | **Declarations of Interest**  The Chair asked members present whether they had any declarations of interest to make, over and above those already declared and now published on the web site. Councillor Deakins advised that he had an interest in the ‘Donations’ application from Little Mill Village Hall as the Chair of the Hall Committee. Although Councillor Rands sits on the same committee, she does so as the Community Council’s representative, and the Clerk confirmed that as such she has no conflict. The Chair reminded those present that they should also notify the meeting of any additional interests which became apparent during the progress of the meeting. | Clerk |
| 3 | **Chairman’s Remarks**  The Chairman welcomed everyone to this second meeting by teleconference. |  |
| 4 | **Approval of Minutes of the Previous Meeting held on 15th June 2020(including the confidential ‘closed’ session).**  The main meeting minutes were proposed as a true and correct record by Councillor Butler and seconded by Councillor Morrey. The closed session minutes were then proposed as a true and correct record by Councillor Morrey and seconded by Councillor Welford. | Clerk |
| 5 | **Matters Arising – main minutes**   1. Item 7(iv) & (v) – The annual audit was submitted to Accountants BDO within the agreed timescale. However, because of the current pandemic the audit won’t be concluded before the end of September. 2. Item 17. Clerk has confirmed that the Domain name/e-mail address has been renewed for a further 12 months and that the registry has now been locked. M247 have also undertaken the remainder of the security requirements – all as requested by the digital team at the cabinet office.   **Matters Arising – Closed minutes**   1. Councillor Deakins confirmed the letter had been sent. 2. Clerk to review relevant guidance and procedures. | Clerk |
| 6 | **Maintenance**   1. Councillor Rands raised the level of weeds on the footpaths and kerbside through Little Mill. Clerk to advise Nigel Leaworthy. 2. Councillor Morrey similarly raised the issue of weeds on the pavements and kerbsides in Goytre. Clerk to advise Nigel Leaworthy. 3. Councillor Butler expressed concern that the hedges and verges around the village had been trimmed by someone with a tractor and cutter. 4. unit. This was a concern due to nesting birds and the loss of plants / herbs etc in the verges. MCC have said that they were not responsible. Clerk to try and investigate. 5. The tree by the silent soldier has died. Clerk has previously advised MCC. The Chair believed that a permanent war memorial was still being considered for the spot, so it would not be appropriate to request a replacement tree for the time being. | Clerk  Clerk  Clerk |

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| 7 | **Finance**   1. Review of accounts / cashflow.   The latest cashflow statement was presented to the meeting.  The Clerk provided those present with a copy of the June 2020 cashflow position. This had been presented to the Finance committee last week, together with the Unity Trust Bank (UTB) statements covering Apr, May and June 2020. The cashflow balances were verified to the closing balances in the UTB statements at the end of Apr/May/June 2020, with Councillor Barnes signing to confirm in accordance with section 2.2 of the Community Council Financial Regulations (Wales).  The Clerk (in his role as RFO), confirmed that despite the fall in rental income to date, the CC held a good level of reserves and the overall financial health was positive, enabling it to continue to deliver its service commitments and to support its tenants and residents.  There was no further comment or observation.   1. Payments made since the June meeting The following payments have been made since the May meeting.  £  |  |  | | --- | --- | | MCC Non-Domestic rates (for public conveniences) | 58.00 | | Nest (Clerk's Pension) | 46.67 | | Marie-Curie Cancer Appeal | 100.00 | | Beverley & Williams (Q2 payroll - April to June) | 111.60 | | SSE / SWALEC (Public conveniences electricity) | 61.68 | | MCC - Community Centre Rates | 12.50 | | Wages | 39.39 | | Wages | 265.47 | | Clerk (Salary) | 875.36 | | M247 (Web site domain renewal) | 60.00 | | HMRC (Apr - June PAYE & NI) | 853.85 | | Unity Trust Bank (quarterly service charge) | 18.00 | | Merlin Waste | 156.00 | | Goytre Village Hall - Pop-up Post Office rental (PofWB) | 48.00 | | Viking Direct (stationery) | 27.34 | | Tod Security & Fire (ANPR Camera) | 192.00 |  1. Finance Committee:    1. Risk assessment: The Clerk highlighted the following items from the recent risk assessment.   (i) – The 2020/21 salary/wage rates are still awaited from OVW. The  Finance Committee felt it appropriate to wait until the new rates had   been received before agreeing wage increases for any employees.  (ii) – Equality & Diversity – to be picked up by Cllr. Awni later on the agenda.  (iii) - Clerk is looking at potential to re-open the public conveniences. This will require:   * + - Water chlorination of the entire system (quote £235 plus VAT)     - Purchase of use of disposable aprons / gloves c£20 (now received)     - Use of PPE masks (already obtained)     - Temporary disabling of hand washer dryers (to be undertaken)     - Purchase of stand or wall mounted hand sanitizers (stand mounted c£400 + VAT or wall mounted c£120 + VAT)     - Individual Staff risk assessments     - Strict adherence to procedures for cleaning - doors ‘locked’ to prevent contact with members of the public  It was agreed that we should proceed with the opening of the conveniences with the purchase of the wall mounted hand sanitisers. This was proposed by Councillor Butler and seconded by Councillor Deakins.   (iv) – Clerk is chasing the tree assessments which are due for Ton Land and the Community Centre.  (v) – We have just been advised by Welsh Govt (via OVW), that we need to undertake a risk assessment before opening any play areas. Clerk will investigate what safeguards may be required - perhaps a freestanding hand gel dispenser so that users can clean their hands before and after use. Clerk is to liaise with MCC to ascertain their procedures.   * 1. Olde Pounde shop  Council previously agreed a 3-month rent holiday due to the Coronavirus pandemic – an amended lease was signed, reducing the rent to £1 per month for May/June/July. This now requires review. Although full lockdown has ended, and it is anticipated that more people will venture out, it seems likely that trade will not return to previous levels in the very near future, particularly as many other establishments are now providing takeaway services in direct competition. Following a discussion between the Clerk and tenant, the Finance committee proposed the CC agree to a 50% reduction in the rental for a further 3 months. The proposal was debated at length, with some Councillors concerned that we should not be providing financial support if similar assistance was also being claimed under one of the Govt or local Council schemes. It was eventually agreed that any further CC support would be based on the above proposal, but only after the Clerk has confirmed with the tenant what other financial assistance had been applied for, and/or was being received. Clerk will then present this to Council as part of its assessment.  This was proposed by Councillor Morrey and seconded by Councillor Butler. | Clerk  Clerk |
| 8 | **Planning Committee – To accept the responses of the planning committee meeting held on 22nd June 2020.** The Council considered the planning committee’s report from their meeting of the 22nd June. The Chair of the committee, Councillor Barnes, moved that the responses in the minutes from the meeting be accepted by Full Council. These covered the following proposals:   1. Ref. No.: DM/2020/00359: Transport yard, Ty Carol Barn, Star Road, Nant Y Derry, Goytre, Monmouthshire, NP4 0AA. 2. Ref No. DM/2020/00741L: Proposed garage, The Hawthorns, Star Road, Penperlleni, Goytre, Pontypool, Monmouthshire, NP4 0AJ. 3. Ref. No.: DM/2020/00534: Development of a single storey building for business or industry B1 and B2 use: Old Telephone Exchange Site, Goetre Fawr, Nant y Derry, Monmouthshire, NP7 9DH.   Acceptance was proposed by Councillor Butler and seconded by Councillor Robins.  Planning Applications:   * DM/2020/00806 (MCC)– to extend planning permission DC/2015/00237 for another 5 years. Blackberry Barn, Tredomen, A4042 T Goytre To Penperlleni, NP4 0AF. There were no objections to the extension for a further five years, and this was proposed by Councillor Daniel and seconded by Councillor Barnes. * Public Path Creation Order- Footpath Nos. 119 (part), Goetre Fawr and 179, Llanover Fawr: Oak Barn, Nant-y-Derry, Llanover, NP7 9DG. It was agreed the Community Council had no objections and that the order could be made subject to the Footpaths Officer being satisfied with the proposed alternative route. This was proposed by Councillor Barnes and seconded by Councillor Butler. * 20/18776/FUL (BBNPA) - Proposed construction of all-weather turn out for horses. Hillgrove, Folly Lane, Mamhilad NP4 8RB.   It was felt that more time was required for Councillors to consider this application and that it should be the subject of a future planning meeting. Clerk to liaise. | Clerk  Clerk  Clerk  Clerk |
| 9 | **Local Democracy & Boundary Commission Review** – Following the recent ‘survey’ the Local Democracy and Boundary Commission (LDBC) for Wales have confirmed that they will be proceeding with their review of the electoral arrangements for MCC. As a result, the LDBC have asked us to comment on them. Councillors agreed that they wished to reaffirm that they felt the Community & Town Council review had not be undertaken in a satisfactory manner, and as such the current proposals for the new boundaries should be reviewed. However, it was agreed that whatever the eventual outcome, Goetre Fawr CC would wish the County Councillor areas of representation to be aligned with the new T & CC boundaries. This was formally proposed by Councillor Deakins and seconded by Councillor Daniel.  Last week One Voice Wales had enquired if we wished them to ask the Minister for Housing and Local Government to request that the County Council or Commission be directed to conduct a review of the new boundary proposals (their deadline for responses was 9th July). Only two Councillors responded to the email, (both affirmatively), but based on the Council’s previous submissions to OVW the Clerk requested that they do so on our behalf. This was formally endorsed at the meeting and proposed by Councillor Deakins and seconded by Councillor Butler. | Clerk |
| 10 | **Equality & Diversity** Councillor Awni felt that none of the proposals met all of the current legal requirements but didn’t elaborate further. Clerk to speak with OVW and investigate whether any alternative policies are available. | Clerk |
| 11 | **MUGA** It appears that we will require a SUDs application after all. Frustratingly, despite constant chasing of MCC’s Estates Department, we have still been unable to obtain a figure for the proposed lease of the bottom area of Goytre Park. This figure (when added to the other ongoing costs), will help determine whether it will be financially viable to operate the MUGA long term. Councillors agreed that this issue now needed to move forward and we should therefore make our own proposals. It was agreed we should propose to pay MCC a peppercorn rent of £1 per annum, and to ask for their agreement. If no response is received within the next 10 days, the Chair will write to Paul Matthews (Chief Exec MCC) asking for his intervention. This was formally proposed by Councillor Welford and seconded by Councillor Morrey. | Clerk |
| 12 | **Reports – questions based on previously distributed update.**   * **Little Mill Village Hall**    + Takeaway meals facility has proved so popular the Hall Committee are now entering into an agreement to provide takeaway food on Fridays, Saturdays and Sundays. With few hires this business has provided a welcome income stream (Hall costs c£1k per month to run).   + Hall and annexe are still available for hire - the small kitchen facility in the annexe is being improved so that hirers can make drinks and snacks. Due to the fall in income the Committee will be asking for a grant to cover the cost of the kitchen improvements. * **Goytre Village Hall**   + The Hall Committee has not been holding meetings, although one is scheduled for 21st. The Hall has been used as a hub for children of key workers. * **Goytre School Governors**    + Next meeting scheduled for the afternoon on 14th July (tomorrow). * **Goytre Community Centre**   + No report submitted. * **Other Reports**   + There were no other reports. |  |
| 13 | **Donations**   * **Monmouthshire Citizen’s Advice (MCA)** – An email has been received requesting financial support for the organisation’s work (a previous donation of £100 was made back in 2017). The Community Council has the power to support Citizens Advice Bureaus under the Local Government Act 1972, s.142 (2A)  During 2019/20 MCA advise that they have helped 14 clients in the ward with a projected community benefit of £2413. Councillors agreed to donate a sum of £100 which was proposed by Councillor Butler and seconded by Councillor Robins. * **Little Mill Village Hall –** a late application (mid-day today), has been received for what appears to be a £1500 donation towards the upgrade of the kitchen in the Hall Annexe, costing £2000 (however, Councillor Deakins believes the cost was more than this as the installation includes a fitted fridge). This will enable the Village Hall to create a Community Business Hub, providing the opportunity for other businesses to use a kitchen facility in the hall. It will also be used by a local caterer to provide takeaway food for the village and surrounding areas, as well as a click and collect vegetable service by another operator.   It appeared that most Councillors had not had the opportunity to review the application, due to its late submission, and it was therefore agreed that an additional Council meeting would be held on Monday 27th July to consider this and any other outstanding issues before the Summer break.  This was formally proposed by Councillor Rands and seconded by Councillor Daniel. | Clerk  Clerk |
| 14 | **Communications**  There were no communications to report. |  |
| 15 | **Advertising** - Usk and Raglan Diary contributions Sept / October 2020. Please send any contributions to Councillor Welford by Friday 24th July. | All |
| 16 | **Date of next meeting & close –** Monday 27th July (additional meeting agreed today – to be by teleconference) at 19.30. The following meeting will take place as originally scheduled on Monday 7th September 2020 at 19.30.This will also be the date of the Annual Statutory Meeting. | All |

Chairman: **…………………………………….……………** Date:**…………………….**